

**HON. JUDY H. KIM, J.S.C.**

**Part 5 (City IAS Part) (E-Filing Part)**

**PART RULES**

**Courtroom:** (646) 386-3374  
80 Centre Street, Room 320  
New York, NY 10013

**Part Clerk:** (646) 386-3374  
Samantha Jacobs, [SFC-Part5-Clerk@nycourts.gov](mailto:SFC-Part5-Clerk@nycourts.gov)

**Chambers:** (646) 386-5577  
Principal Law Clerk: Jared Kraminitz, Esq., [jkramini@nycourts.gov](mailto:jkramini@nycourts.gov)  
Assistant Law Clerk: Joseph Orth, Esq.

- 1. Ex Parte communications:** There shall be no ex parte communications with Chambers and adjournment requests made by phone will not be granted. Correspondence to the Court is strongly discouraged. Please be advised that **the Court does not receive notification of any correspondence or other documents uploaded to NYSCEF**. In the event correspondence is uploaded to NYSCEF it should also be emailed to the Principal Law Clerk.
- 2. Conferences:** All preliminary conferences, status conferences, and compliance conferences in Part 5 are conducted in the Differentiated Case Management (“DCM”) Part on **Tuesdays**. To request a conference, please contact the Part Clerk at [SFC-Part5-Clerk@nycourts.gov](mailto:SFC-Part5-Clerk@nycourts.gov) or (646) 386-3374.
  - a. To request an adjournment of a conference in the DCM Part or address any other calendar issues related to a DCM appearance, please call the DCM Clerk, James Metzger, at (646) 386-3683.
  - b. Stipulations to adjourn conferences must include a reason for the adjournment and may be sent to James Metzger at [jtmetzger@nycourts.gov](mailto:jtmetzger@nycourts.gov) or by fax to (212) 952-2779.
- 3. In-camera review:** No compliance conference stipulation or order shall direct any party to submit records or other evidence to the Court for an in-camera review without the Court’s prior approval.
- 4. Discovery Motions:** Discovery motions are strongly discouraged. Prior to making any discovery motion, all parties must first request a discovery conference with the DCM Part and, if this conference proves unsuccessful, seek approval from the Court to make the motion.

**5. Summary Judgment Motions:** All summary judgment motions must be e-filed no later than 120 days after filing the Note of Issue. Any exhibit to the motion must be e-filed as a separate document and must be given an identifying label (e.g., Notice of Claim, Bill of Particulars, etc.). All exhibits should be paginated, and reference to any voluminous exhibit, including deposition testimony, must include pinpoint citations.

**6. Oral Arguments:**

- a. Oral arguments on motions are held on **Tuesdays**, in person, at the courthouse located at 80 Centre Street, New York, NY in Room 320.
  - b. Motions are scheduled for oral argument at the judge's discretion. Requests for oral argument shall be included in the Notice of Motion or in the Opposition papers. A representation in such a request indicating that argument will be made by an attorney whose participation enhances diversity in the bar or an attorney admitted to practice fewer than five years will weigh in favor of the Court deciding to hold oral argument.
  - c. After reviewing the fully-submitted motion, the Court will notify the parties if the application for oral argument is granted. If the Court concludes that oral argument is not necessary, a written decision will be issued on the submitted papers.
  - d. Adjournments – Motions scheduled for oral argument may be adjourned for up to 60 days from the original argument date without leave of Court, upon consent of all sides. Stipulations of adjournment must, however, contain a reason for the adjournment(s) and must be filed, with a copy e-mailed to the Part Clerk, no later than 3:30 p.m. of the Friday before the Tuesday argument date. Any additional adjournments must be “so-ordered” by the Court and must include: a specific reason for the adjournment, the number of prior adjournment requests, and the status of the case.
  - e. Settlement Authority – Counsel appearing for scheduled oral argument on any case commenced in 2019 and earlier are expected to have knowledge of the procedural history and substantive issues of the case and the authority to discuss settlement.
- 7. Notifying Court of settlement or resolution:** Counsel shall notify the Court, by email, as soon as practicable of any settlement of any Part 5 post-Note of Issue case or of the resolution of any Part 5 pending motion. When a motion has been withdrawn or the case has been settled prior to the oral argument date, the parties shall file a stipulation reflecting same on NYSCEF and notify the Principal Law Clerk of this filing by e-mail. Please note that e-filing alone does not alert the Court.

8. **Settlement Conferences:** If all parties believe a settlement conference with Judge Kim would be productive, they may, at any time, email the Part Clerk to request that such a settlement conference be scheduled on the next available Tuesday.
9. **No courtesy copies:** Please do not send any courtesy (paper) copies of any motion papers or related documents directly to the Part or Chambers, unless requested by the Court.

**10. Electronic Filing:**

- a. All e-filed documents must be OCR text searchable PDFs.
- b. All cases must be e-filed on NYSCEF except for cases involving pro se litigants who are not licensed to practice law in New York. Unrepresented litigants who are not licensed New York attorneys are highly encouraged to e-file (it is the best way to obtain easy access to court filings, keep up to date and serve other parties) and can find instructions for e-filing at:

<https://iappscontent.courts.state.ny.us/NYSCEF/live/unrepresented/UnrepresentedHomePage.html>

For further NYSCEF instructions, please contact the e-filing Resource Support Center at (646) 386-3033 or see <https://iapps.courts.state.ny.us/nyscef/HomePage>.

11. **Trials:** After a trial is assigned to Judge Kim, the Court will contact counsel by email setting a pre-trial conference date and deadlines for the parties to submit certain trial-related material, as well as any requests for audio/visual technology, to the Court. In addition, counsel for the parties are expected to have authority to discuss settlement at the pre-trial conference.
12. The Court supports the professional development of junior attorneys and encourages their participation in trials and oral arguments on motions. The Court also strongly encourages substantive participation in court proceedings by women and lawyers from backgrounds historically underrepresented in the bar, as well as attorneys admitted to practice fewer than five years.